

SAFE WORK METHOD STATEMENT (SWMS)

June 2017

A SWMS **must** be completed for tasks that involve:

- *working from height*
- *working with plant*
- *working with hazardous substances*
- *Working on or near live electricity*
- *Demolition*
- *Excavation*
- *Manual Handling*
- *Restricted Space i.e. tunnels*
- *All tasks that have inherent hazards or risks involved*

Generic SWMS can be used for routine tasks but must be reviewed if there is a change to the process or procedure.

SWMS

A SWMS is a site specific statement that must be prepared before any task is commenced. This is to ensure that any hazards or risks identified are appropriately controlled minimized or eliminated that would cause harm to the worker/s and others within the vicinity of the works.

TASKS

Identification of tasks at each stage of the project including preparation and clean up must be addressed.

HAZARD AND RISK CONTROL

Controlling the identified hazards & risks is the most important section that must be completed on the form. The aim is to adopt the best control measure to either eliminate or minimize the risk at source.

Control levels:

1. **Eliminate** any risk to health or safety associated with construction work
2. Reduce the risk to health or safety by one or any combination of the following:
 - **Substituting** a new activity, procedure, plant process or substance
 - **Using engineering controls**, such as mechanical or electrical devices
 - **Isolating** persons from the hazard, such as barricading, fencing or guard railing
3. Use **administrative controls**, such as changing the way the work is done, training & signage
4. Provide appropriate **personal protective equipment**

Safe Work Method Statement

Job description:

Person/s responsible for undertaking works
Date:
BEIMS No: (if applicable)

Location description:
 Building, Room No,
 Grounds, area etc.

Permit to work requirement: Yes No:

Type of Permit

Excavation Confined Space Roof Access Hot Work

Area where works are to be undertaken has been notified
 Yes N/A

Permit Number:

<u>Tasks</u> <small>Think about the worksite and each stage of the project, and how the tasks are carried out. Include preparation & cleanup tasks</small>	<u>What are the hazards & risks</u> <small>Against each task list the hazards that could cause injury when the task is performed.</small>	<u>How will hazards & risks be controlled</u> <small>Describe & list the control measures and how they will be used to eliminate or minimise the risk of injury arising from the identified hazard.</small>

SWMS sighted by